



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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E. NORRIS TOLSON
SECRETARY

MEMORANDUM TO: Project Engineers
Project Design Engineers
FROM: W. J. Rogers, P.E.
State Bridge Design Engineer
DATE: February 10, 1999
SUBJECT: COORDINATION WITH THE SOILS AND FOUNDATIONS SECTION

In order to ensure timely receipt of Foundation Recommendations from the Soils and Foundations Section, use the following guidelines for all new projects.

For all bridges, send a copy of the preliminary general drawing and a letter requesting final Foundation Recommendations concurrently with the request for subsurface information from the Geotechnical Unit. A copy of the request form letter is attached for your use. Specify a deadline in the request letter that affords the Soils and Foundations Section as much time as possible without delaying the letting date. The date specified should be a minimum of six weeks beyond the due date for the subsurface investigation submittal. Upon receipt of the subsurface investigation from the Geotechnical Unit, contact the Soils and Foundations Section to confirm that they have also received the report.

For projects well in advance of the letting date, allow the Soils and Foundations Section flexibility in their schedule by sending the preliminary general drawing as early as possible. Conversely, for projects with a pressing letting date, coordinate closely with the Soils and Foundations Section to determine required due dates.

The Policy and Procedure Manual will be updated at a later date.

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